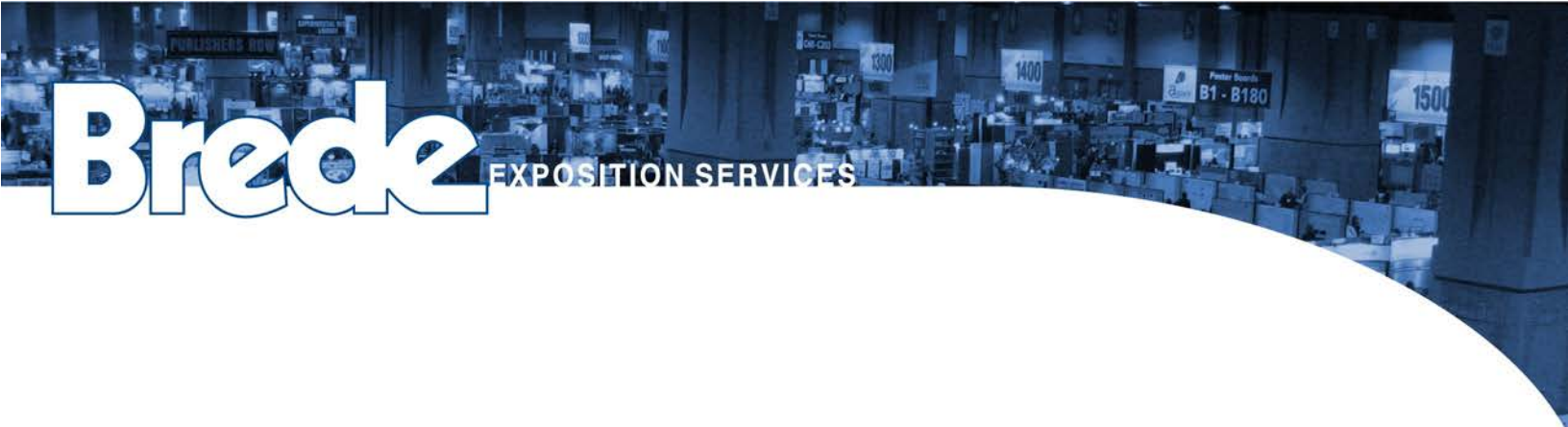




Brede

EXPOSITION SERVICES

2015 APGA Conference - American Public Gardens Association

Hyatt Regency
Minneapolis, MN
June 25-26, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **2015 APGA Conference - American Public Gardens Association**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's 2015 APGA Conference - American Public Gardens Association Customer Service Representative Bobbi Snider at 612.378.516 or at bsnider@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.





2015 APGA Conference - American Public Gardens Association

Hyatt Regency
Minneapolis, MN
June 25-26, 2015

EXPOSITION SERVICES

Brede Customer Service

- Bobbi Snider
- 612.378.6516 Fax 612.331.8380 e-mail: bsnider@brede.com
- Office Hours: 8:00 AM - 4:30 PM (central time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

Booths

Each 10' x 10' booth includes:

- 8' high back drape
- 3' high side drape
- (1) 6' x 30" draped table
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number

Drape Colors: Black

Aisle Carpet Color: Venue is carpeted

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **June 18, 2015**

TO: Exhibiting Company Name and Booth #
FOR: 2015 APGA Conference - American Public
Gardens Association
Brede Exposition Services
c/o YRC Freight
12400 Dupont Avenue South
Burnsville, MN 55337

Direct to Show Site **STRONGLY DISCOURAGED**

Do not deliver prior to: **June 24, 2015**

TO: Exhibiting Company Name and Booth #
FOR: 2015 APGA Conference - American Public
Gardens Association
Brede Exposition Services
Hyatt Regency
1300 Nicollet Avenue
Minneapolis, MN 55403

Exhibitor Schedule

Exhibitor Move-in:	Wednesday	June 24, 2015	3:00 PM	—	6:00 PM
Show Hours:	Thursday	June 25, 2015	7:00 AM	—	4:00 PM
	Friday	June 26, 2015	7:00 AM	—	12:00 PM
Exhibitor Move-out:	Friday	June 26, 2015	12:00 PM	—	2:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by:
1:00 PM on Friday, June 26, 2015.

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



Find more on Brede.com



phone 612.331.4540
fax 612.331.8380
e-mail bsnider@brede.com

Show Details



**Information
Form**

Please make your show site representative aware of the following policies.

**Important
Deadlines**

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	June 11, 2015
Custom exhibits rentals	June 11, 2015
Labor orders	June 11, 2015
- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	June 18, 2015
Shipments to show site to arrive no sooner than:	June 24, 2015

**Payment
Policies**

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

**Cancellations
&
Adjustments**

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

**Tax
Exemption**

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

**Third Party
Payment
Billing**

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.



Find more on Brede.com



phone 612.331.4540
fax 612.331.8380
e-mail bsnider@brede.com



2015 APGA Conference - American Public Gardens Association

EXPOSITION SERVICES

Hyatt Regency
Minneapolis, MN
June 25-26, 2015



Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015

Order Summary

Tables & Accessories	\$	
Perfboard	\$	
Brede Rental Exhibits	\$	
Exhibit Plus Rentals	\$	
Material Handling	\$	
Labor	\$	
Forklift	\$	
Booth Cleaning	\$	
Graphics	\$	
Total Due	\$	

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ MN Tax Exempt
include ST3 Form

Our Federal ID #
41-0163660

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$30.00.
- Please include **2015 APGA Conference - American Public Gardens Association** and booth number on all payments.

Check Number

Dated

Amount

Exhibiting Company

Company: _____ Contact: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380



2015 APGA Conference - American Public Gardens Association

EXPOSITION SERVICES

Hyatt Regency
Minneapolis, MN
June 25-26, 2015



Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a \$30.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print):

Cardholder's Signature:

Cardholder's Billing Address:

City:

State:

Zip:

Phone:

Fax:

Email:

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Credit Card Authorization



2015 APGA Conference - American Public Gardens Association

EXPOSITION SERVICES

Hyatt Regency
Minneapolis, MN
June 25-26, 2015



Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 sided drape)				
_____	4' x 2' draped table	\$ 115.50	\$ 150.00	\$ _____
_____	6' x 2' draped table	\$ 131.00	\$ 170.25	\$ _____
_____	8' x 2' draped table	\$ 148.75	\$ 193.00	\$ _____
_____	4th side drape	\$ 57.25	\$ 74.50	\$ _____
_____	4' x 2' undraped table	\$ 50.75	\$ 66.00	\$ _____
_____	6' x 2' undraped table	\$ 54.00	\$ 70.25	\$ _____
_____	8' x 2' undraped table	\$ 58.00	\$ 75.00	\$ _____
42" High Display Tables (includes white vinyl top, 3 sided drape)				
_____	4' x 2' draped table	\$ 127.00	\$ 165.25	\$ _____
_____	6' x 2' draped table	\$ 141.50	\$ 184.00	\$ _____
_____	8' x 2' draped table	\$ 156.75	\$ 203.50	\$ _____
_____	4th side drape	\$ 57.25	\$ 74.50	\$ _____
_____	4' x 2' undraped table	\$ 54.50	\$ 70.50	\$ _____
_____	6' x 2' undraped table	\$ 59.00	\$ 76.50	\$ _____
_____	8' x 2' undraped table	\$ 63.50	\$ 82.50	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' x 12" draped riser	\$ 58.50	\$ 76.00	\$ _____
_____	6' x 12" draped riser	\$ 66.75	\$ 86.50	\$ _____
_____	8' x 12" draped riser	\$ 99.50	\$ 129.25	\$ _____

Accessories



[Find more on Brede.com](http://www.brede.com)

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair—Grey	\$ 57.25	\$ 74.50	\$ _____
_____	Padded Arm Chair—Grey	\$ 68.00	\$ 88.50	\$ _____
_____	Upholstered Arm Chair—Grey	\$ 97.75	\$ 127.00	\$ _____
_____	Counter Stool with Back	\$ 105.50	\$ 137.00	\$ _____
_____	30" Pedestal Table—30" d	\$ 101.00	\$ 131.50	\$ _____
_____	42" Pedestal Table—30" d	\$ 117.00	\$ 152.00	\$ _____
_____	Coffee Table—2' x 3'	\$ 71.50	\$ 92.75	\$ _____
_____	Waste basket	\$ 26.50	\$ 34.50	\$ _____
_____	Floor Easel	\$ 41.50	\$ 54.00	\$ _____
_____	Sign Stand 22" x 28"	\$ 90.50	\$ 117.75	\$ _____
_____	Coat Tree	\$ 39.00	\$ 50.75	\$ _____
_____	Bag Rack	\$ 60.00	\$ 78.00	\$ _____
_____	Waterfall Rack	\$ 95.50	\$ 124.25	\$ _____
_____	2' x 8' Gridwall	\$ 62.00	\$ 77.25	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 142.75	\$ 185.50	\$ _____
_____	Showcase	\$ 354.50	\$ 460.75	\$ _____
_____	3' high drapery (per ft)	\$ 18.00	\$ 23.50	\$ _____
_____	8' high drapery (per ft)	\$ 20.50	\$ 26.50	\$ _____

Select Drape Color (if no color is selected, show colors will prevail.)

- | | | | | | | |
|--------------------------------|--------------------------------------|--------------------------------|---------------------------------|-----------------------------------|---------------------------------------|--------------------------------|
| ☐ Beige | ☐ Black | ☐ Blue | ☐ Brown | ☐ Burgundy | ☐ Forest Green | ☐ Gold |
| ☐ Grey | ☐ Light Green | ☐ Mauve | ☐ Orange | ☐ Red | ☐ Teal | ☐ White |

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
7.775% MN Tax \$ _____
Table Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Booth Number _____

Tables & Accessories



2015 APGA Conference - American Public Gardens Association

EXPOSITION SERVICES

Hyatt Regency
Minneapolis, MN
June 25-26, 2015



Order Form

Submit this form if you wish to enhance your exhibit by renting additional display items.
Enter the Perfboard Total below on Order Summary / Payment form.

Advance Order Discount Deadline: June 11, 2015

Qty	Item	Advance	Standard	Subtotal
	4' x 4' Perfboard Display	\$ 117.75	\$ 153.50	\$
	☐ For display on a 30" high table			
	☐ For display on a 42" high table			
	4' x 8' Horizontal Perfboard Display	\$ 142.75	\$ 185.50	\$
	☐ For display on a 30" high table			
	☐ For display on a 42" high table			
	4' x 8' Vertical Perfboard Display	\$ 142.75	\$ 185.50	\$
	8' X 8' Perfboard Display	\$ 307.75	\$ 400.00	\$
	2' x 8' Perfboard Side Wings	\$ 97.75	\$ 127.25	\$
	8" Deep x 4' Long Shelving	\$ 23.00	\$ 30.00	\$
	Spotlights (75 watt floodbulbs)	\$ 63.00	\$ 82.00	\$

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
7.775% MN Tax \$ _____
Perfboard Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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Perfboard Rentals



2015 APGA Conference - American Public Gardens Association

Hyatt Regency
Minneapolis, MN
June 25-26, 2015

EXPOSITION SERVICES



Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015



Plan A: 10' N-Line Option Includes:

- Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 2,466.75	\$ 3,206.75	\$
	Color Hardwall Panels	\$ 2,811.50	\$ 3,654.75	\$
	Velcro Compatible Panels	\$ 2,970.50	\$ 3,861.75	\$



Plan B: 20' N-Line Option Includes:

- Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 4,588.50	\$ 5,965.00	\$
	Color Hardwall Panels	\$ 5,278.00	\$ 6,861.50	\$
	Velcro Compatible Panels	\$ 5,676.00	\$ 7,378.75	\$

Color Options:

Select Panel Color (Hardwall Color/Velcro Panels)

☐ Black

☐ Blue

☐ Grey

Select Carpet Color:

☐ Black

☐ Blue

☐ Red

☐ Grey

☐ Pepper

☐ Forest Green

Header Copy:

Header Copy ~ One line with block letters:

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional Options

Qty	Item	Advance	Standard	Subtotal
	Standard Counter 18"x39"x40"	\$ 196.25	\$ 255.25	\$
	Adjustable Shelves	\$ 39.00	\$ 50.75	\$
	Spot Lights (use w/ rental only)	\$ 60.75	\$ 79.00	\$

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.



Why Choose Custom?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Brede will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor.

For custom possibilities, please contact Brede.



Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$

7.775% MN Tax \$

Est. Total \$

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number

Exhibiting Company

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380



2015 APGA Conference - American Public Gardens Association

Hyatt Regency
Minneapolis, MN
June 25-26, 2015

EXPOSITION SERVICES



Order Form

Submit this form if you wish to purchase Specialty Items from Brede.
Enter the Banner Item Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015



ME Banner Stand

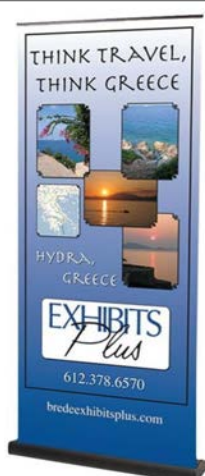
Description

- 33.5" wide single sided banner stand with padded bag
- Standard Vinyl (anti-curl)
- No warranty on frame

Graphics Size

- 33.5" wide x 78" high (+ bleed)

Qty	Advance	Standard
_____	\$280.00	\$364.00



0-800 Banner Stand

Description

- 31.5" wide single sided banner stand with padded bag
- Standard Vinyl (anti-curl)
- Lifetime warranty on frame

Graphics Size

- 31.5" wide x 83.25" high (+ bleed)

Qty	Advance	Standard
_____	\$310.00	\$403.00

Premium Dyesub Table Throw



	Qty	Advance	Standard
48"w x 30"h x 24"d - draped on 3 sides	_____	\$202.00	\$262.75
48"w x 30"h x 24"d - draped on 4 sides	_____	\$278.00	\$361.50
72"w x 30"h x 24"d - draped on 3 sides	_____	\$290.00	\$377.00
72"w x 30"h x 24"d - draped on 4 sides	_____	\$364.00	\$473.25
96"w x 30"h x 24"d - draped on 3 sides	_____	\$312.00	\$405.75
96"w x 30"h x 24"d - draped on 4 sides	_____	\$433.00	\$563.00

Premium Dyesub Table Runner



	Qty	Advance	Standard
30"w x 84"h - drapes over front, top and back	_____	\$127.00	\$165.25
60"w x 84"h - drapes over front, top and back	_____	\$250.00	\$325.00

Important Notes

- File for graphics should be pdf print ready at full size for all banner stands. For table runner, graphics should be Vector art file 300 DPI Adobe, Illustrator.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____

7.775% MN Tax \$ _____

Banner Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form: Please call Colleen Brandt with questions at 612.378.6570

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Exhibit Plus Banner Stands



2015 APGA Conference - American Public Gardens Association

EXPOSITION SERVICES

Hyatt Regency
Minneapolis, MN
June 25-26, 2015



Order Form

Submit this form if you wish to rent a 3 Tier Display Table from Brede.
Enter the 3 Tier Display Table Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015

Rental

Qty	Description	Color	Special	Standard	Subtotal
	Display Table	☐ Black ☐ White	\$ 185.00	\$ 198.00	\$



Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
7.775% MN Tax \$ _____
Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form: Please call Colleen Brandt with questions at 612.378.6570

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Exhibits Plus 3 Tier Display Tables

Brede

EXHIBITS
Plus



A



B



C



D



E



F

2211 Broadway St. N.E.
Minneapolis, MN 55413
Phone: 612-378-6570
Fax: 612-378-6577
www.bredeexhibitsplus.com



G



H



I



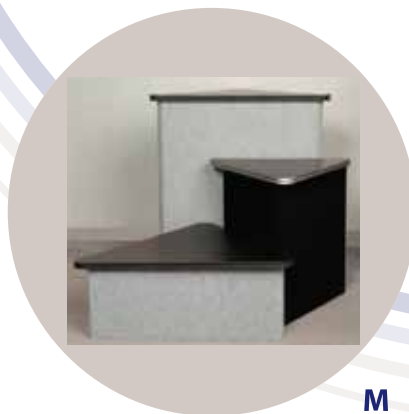
J



K



L



M

modular

- A FS Table-top, 7' wide x 4' high
- B HP-20 Unit, 20' wide x 8' high
- C S-10 Unit, 10' wide x 8' high
- D Gridwall, 10' wide x 8' high
- E PS-1 Unit, 10' wide x 8' high
- F Exposure, 10' wide x 8' high
- G Bay Unit, 10' wide x 8' high
- H HP-1 Unit, 10' wide x 8' high
- I VP-1 Unit, 10' wide x 8' high
- J FS - 3 panel Folding Stackable 7' wide x 7' high
- K Black Triangular Tower, 7' high, panels 27 1/2" wide
- L Modular Tables - see order form for available sizes
- M Triangular Tiered Pedestals
 - M-1 36" high
 - M-2 24" high
 - M-3 12" high

2211 Broadway St. N.E.
 Minneapolis, MN 55413
 Phone: 612-378-6570
 Fax: 612-378-6577
www.bredeexhibitsplus.com



2015 APGA Conference - American Public Gardens Association

EXPOSITION SERVICES

Hyatt Regency
Minneapolis, MN
June 25-26, 2015



Order Form

Submit this form if you wish to rent a modular unit from Brede.
Enter the Modular Unit Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015

Qty	Description	Advance	Standard	TOTAL
	FS Table-Top with header panel & 2 lights			
A	Panel: 7' wide x 3' high / Header Panel: 7' wide x 4' high	\$ 398.00	\$ 460.00	\$
B	HP-20 Unit with lights and tables: 20' wide x 8' high	\$ 2,500.00	\$ 2,812.00	\$
C	S-10 with 6' backlit header panel: 10' wide x 8' high	\$ 700.00	\$ 875.00	\$
D	Gridwall: 10' wide x 8' high	\$ 825.00	\$ 975.00	\$
E	PS-1 Unit: 10' wide x 8' high	\$ 725.00	\$ 906.00	\$
F	Abex Unit-Curved display with lights: 10' wide x 8' high	\$ 815.00	\$ 975.00	\$
	Full Lexan Sign: 14.5" x 148.5" / Image Area: 117.5"	\$ 371.00	\$ 463.00	\$
G	Bay Unit with lights: 10' wide x 8' high	\$ 850.00	\$ 965.00	\$
H	HP-1 Unit with lights: 10' wide x 8' high	\$ 800.00	\$ 935.00	\$
I	VP-1 Unit with lights: 10' wide x 8' high	\$ 825.00	\$ 975.00	\$
	Sintra Sign for VP-1 Unit: 12" x 48"	\$ 140.00	\$ 182.00	\$
J	FS-3 Panel Folding Stackables: 7' wide x 7' high	\$ 547.00	\$ 618.00	\$
	Sign with Company Name: 12" x 28"	\$ 92.00	\$ 119.50	\$
	End Panel: 27.5" wide / Header Panel: 12" high / Middle Panel: 28" wide			
K	Black Triangular Tower: 27.5" wide x 7' high	\$ 525.00	\$ 618.00	\$
	Modular Tables			
L	☐ Rectangular 3' wide x 3' high x 20" ☐ Trapezoidal: 4' wide x 3' high x 20"	\$ 150.00	\$ 187.25	\$
	1 shelf & sliding door option	\$ 255.00	\$ 312.00	\$
M-1	Triangular Tiered Pedestals: 28" wide x 36" high	\$ 144.00	\$ 187.25	\$
M-2	Triangular Tiered Pedestals: 21" wide x 24" high	\$ 130.00	\$ 168.00	\$
M-3	Triangular Tiered Pedestals: 28" wide x 12" high	\$ 95.00	\$ 123.00	\$
	Velcro Panel 4' x 8': ☐ Horizontal ☐ Vertical	\$ 125.00	\$ 157.00	\$
	10' deep shelf with brackets	\$ 27.00	\$ 35.00	\$
	Brochure holder with Velcro: ☐ 9" x 11" ☐ 4" x 7"	\$ 18.50	\$ 24.00	\$
	15' roll Velcro	\$ 67.00	\$ 87.00	\$

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
7.775% MN Tax \$ _____
Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form: Please call Colleen Brandt with questions at 612.378.6570

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Exhibits Plus Modular Units

Brede

EXHIBITS

Plus



A



B



C



D



E



F

2211 Broadway St. N.E.
Minneapolis, MN 55413
Phone: 612-378-6570
Fax: 612-378-6577
www.bredeexhibitsplus.com



H



J



G



I



K

furniture

A SERIES

- A-1 Mesh back task chair, black fabric seat, black mesh back
- A-2 Black round table, 36" diameter, 30" high
- A-3 Sled base guest chair, black frame, black fabric seat

B SERIES

- B-1 Conference table, X-base, cherry wood, 48" diameter
- B-2 Tulip chair, navy blue, 22.5" w x 25" d x 32.5" h
- B-3 Small cube, grey, 24" w x 24" d x 21" h
- B-4 Tall pedestal, grey, 12" w x 12" d x 36" h

C SERIES

- C-1 Chair, medium blue, small print, 32" d x 32.5" w x 29.5" h
- C-2 Loveseat, medium blue, small print, 32" d x 56.5" w x 29.5" h
- C-3 Sofa, medium blue, small print, 32" d x 80.5" w x 29.5" h
- C-4 Cylinder, solid grey, 30" diameter x 21" high

D SERIES

- D-1 Task chair, black, 20.5" w x 18.25" d x 36" h
- D-2 Two-way clothing rack
- D-3 Designer stool, black, 20.5" w x 18.25" d x 45" h
- D-4 Director chair, black canvas natural wood, 23" w x 16" d x 36" h
- D-5 Director stool, black canvas natural wood, 23" w x 16" d x 48" h

E SERIES

- E-1 Conference chair, black, 23" w x 24" d x 36" h
- E-2A Boatshape conference table, cherry wood, 36" w x 72" d x 29" h
- E-2B Boatshape conference table, cherry wood, 36" w x 96" d x 29" h
- E-3 Black podium, 44" h x 30" w x 18" d

F SERIES

- F-1A Double pedestal desk, cherry wood, 30" x 60"
- F-1B Double pedestal desk, cherry wood, 36" x 71"
- F-2 Storage credenza, cherry wood, 21" x 71"
- F-3 Bookcase, 6-shelf, cherry wood, 71" h x 32.5" w x 14" d
- F-4 High back executive chair, black leather, 24" d x 25" w x 36" h
- F-5 Guest Chair, black fabric, 24" d x 23" w x 35" h

G SERIES

- G-1A 48" round conference table, cherry wood laminate, black base
- G-1B 42" round conference table, cherry wood laminate, black base
- G-1C 36" round conference table, cherry wood laminate, black base
- G-2 Leather side chair, black, 27.5" d x 24" w x 35" h
- G-3 Pedestal, black, 20" w x 20" d x 48" h
- G-4 Small black pedestal with brass trim, 14.5" w x 14.5" d x 30" h

H SERIES

- H-1 Black leather club chair, 33" w x 32" d x 33" h
- H-2 Black leather loveseat, 56" w x 32" d x 33" h
- H-3 Black leather sofa, 79" w x 32" d x 33" h

I SERIES

- I-1 Lounge chair, burgundy/mahogany, 33" w x 32" d x 32" h
- I-2 Love seat, burgundy/mahogany, 54" w x 32" d x 32" h
- I-3 Sofa, burgundy/mahogany, 75" w x 32" d x 32" h
- I-4 End table, mahogany, 24" w x 24" d x 20" h
- I-5 Coffee table, mahogany, 48" w x 20" d x 16" h

J SERIES

- J-1 41.75" h x 30" diameter, black base, black laminate top
- J-2 Bar stools, 20" w x 20" d x 30.5" h

K SERIES

- K-1 Black literature rack, 59" h x 18" w
- K-2 Plex literature rack, 53" h x 10" w
- K-3 Black Jazz literature rack, 54" h x 13" w

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2015 APGA Conference - American Public Gardens Association

EXPOSITION SERVICES

Hyatt Regency
Minneapolis, MN
June 25-26, 2015



**Order
Form**

Submit this form if you wish to rent a custom furniture from Brede.
Enter the Custom Furniture Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015

Qty	Description	Advance	Standard	Subtotal	Qty	Description	Advance	Standard	Subtotal
A-1	Mesh back task chair: Black	\$ 99.00	\$ 124.00	\$					
A-2	Black round table: 36"D x 30"H	\$ 92.00	\$ 115.00	\$	G-1A	48" round conference table-black base cherry wood laminate	\$ 121.00	\$ 151.00	\$
A-3	Sled base guest chair	\$ 70.00	\$ 88.00	\$	G-1B	42" round conference table-black base cherry wood laminate	\$ 110.00	\$ 138.00	\$
B-1	Conf. table-X base-cherry wood-48"D	\$ 138.00	\$ 173.00	\$	G-1C	36" round conference table-black base cherry wood laminate	\$ 80.00	\$ 100.00	\$
B-2	Tulip chair-navy blue	\$ 143.00	\$ 179.00	\$	G-2	Black leather side chair	\$ 121.00	\$ 151.00	\$
B-3	Small cube: 24"W x 24"D x 21"H	\$ 82.00	\$ 103.00	\$	G-3	Pedestal-black	\$ 185.00	\$ 231.00	\$
B-4	Tall pedestal: 12"W x 12"D x 36"H	\$ 85.50	\$ 107.00	\$	G-4	Small black pedestal-brass trim	\$ 100.00	\$ 125.00	\$
C-1	Chair-medium blue-small print	\$ 142.00	\$ 178.00	\$		Black leather club chair:			
C-2	Loveseat-medium blue-small print	\$ 229.00	\$ 286.00	\$	H-1	33"W x 32"D x 33"H	\$ 255.00	\$ 319.00	\$
C-3	Sofa-medium blue-small print	\$ 262.00	\$ 328.00	\$	H-2	Black leather loveseat:			
C-4	Cylinder-solid grey: 30"D x 21"H	\$ 117.00	\$ 146.00	\$		56"W x 32"D x 32"H	\$ 279.00	\$ 349.00	\$
D-1	Task chair: black	\$ 90.00	\$ 113.00	\$	H-3	Black leather sofa:			
D-2	Two way clothing rack	\$ 85.00	\$ 106.00	\$		79"W x 32"D x 32"H	\$ 364.00	\$ 455.00	\$
D-3	Designer stool: black	\$ 92.00	\$ 115.00	\$	I-1	Lounge chair: burgundy / mahogany			
D-4	Director chair: black canvas-natural wood	\$ 68.00	\$ 85.00	\$		33"W x 32"D x 32"H	\$ 142.00	\$ 178.00	\$
D-5	Director stool: black canvas-natural wood	\$ 76.00	\$ 95.00	\$	I-2	Loveseat: burgundy / mahogany			
E-1	Conference chair: black	\$ 95.00	\$ 118.00	\$		54"W x 32"D x 32"H	\$ 229.00	\$ 286.00	\$
E-2A	Boatshape conf. table-cherry wood				I-3	Sofa: burgundy / mahogany			
	36"w X 72"d X 29"h	\$ 149.00	\$ 186.00	\$		75"W x 32"D x 32"H	\$ 260.00	\$ 325.00	\$
E-2B	Boatshape conf. table-cherry wood				I-4	End table: burgundy / mahogany			
	36"W x 96"D x 29"H	\$ 170.00	\$ 213.00	\$		24"W x 24"D x 20"H	\$ 124.00	\$ 155.00	\$
E-3	Black podium: 44"H x 30"W x 18"D	\$ 225.00	\$ 281.00	\$	I-5	Coffee table: burgundy / mahogany			
F-1A	Dbl. pedestal desk: cherry wood 30" x 60"	\$ 178.00	\$ 223.00	\$		48"W x 20"D x 16"H	\$ 124.00	\$ 155.00	\$
F-2	Storage credenza: cherry wood	\$ 164.00	\$ 205.00	\$	J-1	Bar height table: black-41.75"H x 30"D	\$ 92.00	\$ 115.00	\$
F-3	Bookcase 6 shelf: cherry wood	\$ 164.00	\$ 205.00	\$	J-2	Black bar stool: 20"W x 20"D x 30.5"H	\$ 89.00	\$ 111.00	\$
F-4	High back executive chair: black leather	\$ 110.00	\$ 138.00	\$	K-1	Black literature rack: 18"W x 59"H	\$ 106.00	\$ 132.00	\$
F-5	Guest chair: black fabric	\$ 70.00	\$ 88.00	\$	K-2	Plex literature rack: 13"W x 53"H	\$ 106.00	\$ 132.00	\$
					K-3	Black jazz literature rack: 13"W x 54"H	\$ 106.00	\$ 132.00	\$

Important Notes

- On-site orders are subject to availability and are subject to an additional 50% late charge.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
7.775% MN Tax \$ _____
Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form: Please call Colleen Brandt with questions at 612.378.6570

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Exhibits Plus Custom Furniture

Brede

EXHIBITS
Plus



A



B



C



D

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Minneapolis, MN 55413
Phone: 612-378-6570
Fax: 612-378-6577
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F



H



E



G

silks

- A Spathyfillum Bush, 30-32" high
- B Fountain Palm, 44" high
- C Azalea Bush, 18" high
- D Geranium Bush, 18" high
- E Dieffenbachia, 30-32" high
- F Japanese Mum Bush, 12-15" high
- G Ficus, 88" high
- H Ruffle Fern, 25-30" wide

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2015 APGA Conference - American Public Gardens Association

Hyatt Regency
Minneapolis, MN
June 25-26, 2015

EXPOSITION SERVICES



**Order
Form**

Submit this form if you wish to rent silks from Brede.
Enter the Silks Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015

Qty	Description	Advance	Standard	Subtotal
_____	A Spathyfillum Bush	\$ 28.50	\$ 37.00	\$ _____
_____	B Fountain Palm	\$ 33.00	\$ 43.00	\$ _____
_____	C Azalea Bush Hot Pink	\$ 33.00	\$ 43.00	\$ _____
_____	D Geranium Bush Red	\$ 29.50	\$ 38.25	\$ _____
_____	E Dieffenbachia	\$ 27.00	\$ 35.00	\$ _____
_____	F Japanese Mum Bush Yellow	\$ 27.00	\$ 35.00	\$ _____
_____	G Ficus Tree	\$ 81.50	\$ 105.50	\$ _____
_____	H Ruffle Fern	\$ 23.50	\$ 30.50	\$ _____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
7.775% MN Tax \$ _____
Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form: Please call Colleen Brandt with questions at 612.378.6570

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Exhibits Plus Silks



EXPOSITION SERVICES

**Information
Form**

*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.
Please make your show site representative aware of the following policy.*

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

**Find more on Brede.com**

phone 612.331.4540
fax 612.331.8380
e-mail bsnider@brede.com



EXPOSITION SERVICES

**Information
Form**

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse**Deadlines
and Info**

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **June 18, 2015** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

**Rates
Include**

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

**Crated or
Skidded**

Use this rate for shipments that arrive via common carrier such as YRC Freight, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special
Handling**

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

**Small
Package**

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.



Find more on Brede.com



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EXPOSITION SERVICES

**Information
Form**

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Direct Shipments to Show Site**Deadlines
and Info**

- Do not ship to the facility prior to **June 24, 2015**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

**Rates
Include**

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

**Crated or
Skidded**

Use this rate for shipments that arrive via common carrier such as YRC Freight, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special
Handling**

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

**Uncrated,
Unskidded, or
Wrapped**

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

**Small
Package**

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges**Inbound**

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



[Find more on Brede.com](http://Brede.com)



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e-mail bsnider@brede.com



**Information
Form**

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

**Inbound
Bill of Lading**

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

**Advance
Warehouse
Shipping
Address**

TO: Exhibiting Company Name and Booth #
FOR: 2015 APGA Conference - American
Public Gardens Association
Brede Exposition Services
c/o YRC Freight
12400 Dupont Avenue South
Burnsville, MN 55337

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by June 18, 2015 to avoid late charges.**

**Direct to
Show site
Shipping
Address**

TO: Exhibiting Company Name and Booth #
FOR: 2015 APGA Conference - American
Public Gardens Association
Brede Exposition Services
Hyatt Regency
1300 Nicollet Avenue
Minneapolis, MN 55403

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than June 24, 2015 during move-in hours.**

STRONGLY DISCOURAGED

**Empty
Containers,
Labels**

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

**Outbound
Bill of Lading**

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



[Find more on Brede.com](http://www.brede.com)



phone 612.331.4540
fax 612.331.8380
e-mail bsnider@brede.com

**Order
Form**

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

	<i>Straight Time both move-in & move-out on ST per 100 lbs</i>	<i>OT One Way move-in or move-out on OT per 100 lbs</i>
Description	200 lb minimum charge per shipment	
Advance to Warehouse: Crated	\$91.25	\$123.00
Direct to Show site: Crated	\$88.00	\$119.00
Advance to Warehouse: Special Handling	\$104.50	\$137.00
Direct to Show site: Special Handling	\$98.75	\$133.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$131.00	\$176.00
Advance to Warehouse/Direct to Show site: Small Packages	\$55.00 <i>each</i>	
Additional Services		
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after June 18, 2015 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.		\$30.50 <i>per 100 lbs.</i>
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.		\$169.50 <i>round trip</i>
Special Services. Shipments returned to warehouse will be charged \$20.75 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$2.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$22.75 per piece.		

Calculate Estimated Material Handling ChargesSelect: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the Order Summary / Payment form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					TOTAL	\$

Show Site Contact Name _____

Show Site Phone _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
c/o YRC Freight
12400 Dupont Avenue South
Burnsville, MN 55337

**2015 APGA Conference - American
Public Gardens Association**

Hyatt Regency
Minneapolis, MN
June 25-26, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

June 18, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
c/o YRC Freight
12400 Dupont Avenue South
Burnsville, MN 55337

**2015 APGA Conference - American
Public Gardens Association**

Hyatt Regency
Minneapolis, MN
June 25-26, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

June 18, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.



2015 APGA Conference - American Public Gardens Association

EXPOSITION SERVICES

Hyatt Regency
Minneapolis, MN
June 25-26, 2015



Order Form

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: June 11, 2015

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

Outbound Shipping Information

Consigned to (Ship to): _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC Freight ☐ Other Ground _____

Air

☐ YRC Freight ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____
Attention: _____
Permanent Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Booth Number

Bill of Lading & Labels Request



Exhibit Logistics
Complete capabilities for trade show success

Building on the best

Over the years, YRC Freight™ has gained a reputation for exhibit excellence. Our industry knowledge and experience translates into a direct benefit for General Service Contractors and exhibitors. YRC Freight provides a broad portfolio of transportation services for inbound and outbound exhibit shipments, including expedited and specialized services.

YRC Freight provides
Confidence Delivered.®

- Dedicated, experienced, and successful exhibit services team
- Flexible, reliable solutions designed to meet your specific needs
- Single-source provider for small package shipments, LTL, TL, Time-Critical and international shipments
- Comprehensive service throughout North America

Proven technology,
powerful teamwork

Gain confidence with YRC Freight. Our experienced team puts technology to work for you, with complete tracking and tracing capabilities, online rate quotes and the ability to partner with your system using API's, Hyperlinks, Web Service and or EDI.

Confidence Delivered.®

Sharpen your competitive edge

Improve your margin by partnering with YRC Freight Exhibit Logistics. Our complete capabilities give you a powerful competitive edge. YRC Freight Exhibit Logistics provides a flexible, reliable source for all the capabilities you and exhibitors need for trade show success.

Enjoy a bundle of benefits

- **Improved Margins** – Give your bottom line a boost. YRC Freight helps you turn logistics into a new profit stream.
- **Dedicated Customer Support Specialist** – Why spend time managing the Service desk? Let an expert from YRC Freight manage your transportation from the service desk for you! We take care of everything from small package shipments and LTL to TL and international shipments.
- **Time-Critical** – Any need. Any speed. Guaranteed.® Time-Critical is the smart option for exhibit shipments with special requirements, including air capabilities, TL service, or weekend pickups and deliveries. Time-Critical offers a 100 percent customer satisfaction guarantee*.
- **Sealed Exhibit™** – For patented protection and verifiable security throughout transit, only YRC Freight offers Sealed Exhibit. Gain peace of mind for high-value shipments and those that are difficult or expensive to package.

Deliver what exhibitors want

The time is right. Trust YRC Freight for complete exhibit logistics services. Our exhibit experts are ready to deliver confidence at every show, with every shipment. Contact a YRC Freight Exhibit Manager today.

* Subject to applicable Rules and Conditions Publications and Tariffs.

Proud sponsor of ESCA:

ESCA

Exhibition Services &
Contractors Association

yrcfreight.com | 800.610.6500 |  Live Chat





2015 APGA Conference - American Public Gardens Association

EXPOSITION SERVICES

Hyatt Regency
Minneapolis, MN
June 25-26, 2015



Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
 - Reduce at-show expenses and time spent.
 - Labor under Brede supervision is straight time when possible.
- ☐ Check for Brede Supervised Labor

Installation

Shipped:

- ☐ Warehouse
☐ Show site

Blueprints/Instructions:

- ☐ Attached
☐ with Display-Crate # _____

Shipment :

- ☐ Crates
☐ Boxes
☐ Carpet/Pad

Electrical under carpet:

- ☐ Yes ☐ No

Location: _____

Carpet:

- ☐ From Brede
☐ Shipped
☐ None

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

*Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
 - Exhibitor must meet labor at Brede Service Desk at scheduled time.
- ☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____
Phone #: _____

Labor Rates

Straight Time	\$91.25
Monday-Friday 8:00a.m. - 4:30p.m.	per person per hour
Overtime	\$150.75
Monday-Friday 4:30 p.m. - 8:00 a.m. All day Saturday, Sunday, and observed union holidays	per person per hour

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation		X	=	X	= \$	+ \$	= \$	
Dismantle		X	=	X	= \$	+ \$	= \$	

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Labor



2015 APGA Conference - American Public Gardens Association

EXPOSITION SERVICES

Hyatt Regency
Minneapolis, MN
June 25-26, 2015



Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	Helper per person per hour	
Straight Time Monday-Friday 8:00a.m. - 4:30p.m.	\$195.25	\$91.25	• One hour minimum per laborer. • Labor is then charged in 1/2 hour increments per laborer.
Overtime Monday-Friday 4:30 p.m. - 8:00 a.m. All day Saturday, Sunday, and observed union holidays	\$252.50	\$150.75	

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
☐ Installation/Dismantle of Header
☐ Other _____

Please specify other equipment:

- ☐ Straps
☐ Chains
☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ Phone #: _____

Estimate Costs

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs. (w/Operator)	Est. Hrs. per Forklift	Rate per hour	Estimated Cost
Installation	_____	_____	_____	X	X \$	= \$
Dismantle	_____	_____	_____	X	X \$	= \$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Forklift



2015 APGA Conference - American Public Gardens Association

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Minneapolis, MN
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EXPOSITION SERVICES



Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015

Cleaning Options

Select	Service	Days	Booth Size (100 sq. ft. minimum)	Advance (per sq. ft.)	Standard (per sq. ft.)	Subtotal
☐	Vacuum once prior to show opening. Includes emptying of waste baskets	1	X	X \$0.50	\$0.65	\$
☐	Vacuum once prior to show opening and daily thereafter. Includes emptying of waste baskets	2	X	X \$0.41	\$0.52	\$

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Booth Cleaning



2015 APGA Conference - American Public Gardens Association

EXPOSITION SERVICES

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Minneapolis, MN
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Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

FAX#:

EMAIL ADDRESS:

CELL#:

CONTACT IN BOOTH:

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Booth Number

Non-Official I&D Contractor



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EXPOSITION SERVICES



Order Form

Submit this form if you wish to order signage from Brede.

Enter the Graphics Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 11, 2015

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
	11" X 14"	\$ 118.25	\$ 153.75	\$
	14" X 22"	\$ 134.25	\$ 174.25	\$
	22" X 28"	\$ 160.50	\$ 208.50	\$
	28" X 44"	\$ 264.75	\$ 344.00	\$

Indicate sign copy & layout here

*File conversion, retouching, cloning or color correcting may incur additional labor charges.

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
	X	=	\$17.00 per sq. ft.	\$22.00 per sq. ft.	= \$

Ten (10) sq. ft.
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other

Select one

☐ Vertical

☐ Horizontal

Special instructions

Important Notes

- Orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$

7.775% MN Tax \$

Signs Total \$

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Graphics



ORDER FORM

Company/Exhibitor Name: _____ Contact Person: _____

Event Location: _____ Contact Phone: _____

Show Name: _____ Booth #: _____

Delivery Date : _____

BLOOMING PLANTS:

6" Mum Color: White, Yellow, Purple, Bronze	\$ 29.95 plus tax	Quantity _____
6" Kalanchoe Color: Yellow, Pink, Red, White	\$ 29.95 plus tax	Quantity _____
6" Azalea Color: Pink, Red, White	\$ 36.95 plus tax	Quantity _____

GREEN PLANTS - Areca Palm, Dracaena 'Janet Craig', Ficus tree, Peace Lily, etc:

6" pot, Fern/Ivy/Pothos	\$ 20.00 plus tax	Quantity _____
8" pot, Fern/Ivy/Pothos	\$ 30.00 plus tax	Quantity _____
10" growers pot, 2'-3' tall	\$ 50.00 plus tax	Quantity _____
14" growers pot, 4'-5' tall	\$ 85.00 plus tax	Quantity _____
17" growers pot, 5'-7' tall	\$165.00 plus tax	Quantity _____

Fresh Floral Arrangements	12" high \$ 40.00	Quantity _____
	18" high \$ 60.00	Quantity _____
	Tropical \$ 75.00	Quantity _____

RUSH Charge - 20% upcharge, applies on orders placed 48 hours prior to start of event

Billing Information/Credit Card Information - All orders must be paid in full prior to the event:

Name: _____

Address: _____

Credit Card # _____ Exp Date _____

Phone: _____

E-Mail: _____

Please call or email Nancy for special requests 612-746-4500 or nancy@tommycarvers.com

950 Nicollet Mall • Minneapolis, Minnesota 55403
T: 612.746.4500 • F: 612.746.4506 • TommyCarvers.com



Hyatt Regency Minneapolis

Exhibitor Order Form (Power-Internet-Audio/Video)



Hyatt Regency Minneapolis, 1300 Nicollet Mall., Minneapolis, MN. 55403

Phone: 612.343.4018 **Completed forms can be returned by** * Fax: 612.343.4019 * Email tkranz@psav.com

CUSTOMER INFORMATION:

Company Name:		Show Name:	Booth#:
Onsite Contact Name:	Contact Email Address:	Show Dates:	

PAYMENT METHOD:

****Please make checks out to: PSAV- 1300 Nicollet Mall, Minneapolis, MN 55403****

Credit Card #:	Expiration Date:	Billing Email Address:
Credit Card Billing Street Address:	City:	State and Zip Code:
Billing Name (as it appears on the card):	Telephone:	Fax:

SERVICE DESCRIPTION

***All Prices are listed on a per day rate**

QTY X Days X Advanced Booking Onsite Request = TOTAL

SHARED Bandwidth Internet Services

Initial Wireless Connection (Single Public IP address)	0	x	0	x	\$75.00	\$100.00	=	-
- Additional Wireless Connection (Single Public IP Address)	0	x	0	x	\$35.00	\$50.00	=	-
Initial Wired Connection (Single Public IP address)	0	x	0	x	\$180.00	\$200.00	=	-
- Additional Wired Connection (Single Public IP address)	0	x	0	x	\$90.00	\$100.00	=	-

DEDICATED Bandwidth Internet Services

1 Megabyte of Wireless Bandwidth (Mbps)	0	x	0	x	\$250.00	\$280.00	=	-
1 Megabyte of Wired Bandwidth (Mbps)	0	x	0	x	\$250.00	\$280.00	=	-

Equipment Rental

Flipchart Package (Includes paper, easel, markers)	0	x	0	x	\$80.00	\$90.00	=	-
PC Laptop	0	x	0	x	\$240.00	\$280.00	=	-
17" Flat Panel Computer Monitor (4:3 aspect ratio)	0	x	0	x	\$135.00	\$260.00	=	-
20" Flat Panel Computer Monitor (16:9 aspect ratio)	0	x	0	x	\$250.00	\$280.00	=	-
32" Flat Panel TV Monitor on 6' stand (16:9 aspect ratio)	0	x	0	x	\$320.00	\$380.00	=	-
46" Flat Panel TV Monitor on 6' stand (16:9 aspect ratio)	0	x	0	x	\$495.00	\$550.00	=	-
50" Flat Panel TV Monitor on 6' stand (16:9 aspect ratio)	0	x	0	x	\$610.00	\$730.00	=	-
Speaker System for Monitors	0	x	0	x	\$50.00	\$65.00	=	-

Power Services

Standard Power Connection (Includes 20amp circuit, power strip and extension cord)	0	x	0	x	\$75.00	\$100.00	=	-
Additional Power Strip and Extension Cord	0	x	0	x	\$30.00	\$35.00	=	-

****For Additional Power Needs Please Call 612-343-4018 or email tkranz@psav.com**

SUBTOTAL = -

PSAV will reply with a Rental Order for you to confirm that includes a 22% service charge and a 7.775% sales tax.

Card Holder Signature: _____